

UTAH DEPARTMENT OF TRANSPORTATION

SPECIAL ROAD USE GUIDELINES FOR ALL EVENTS

Proposed Date: August 7, 2002

Approved Date: _____

Purpose

To provide permit applicant procedures for uniform administration of special encroachments such as parades, bicycle events, marches, foot races or other events using the Utah Department of Transportation (UDOT) roads and facilities. Special events can use the UDOT right-of-way while recognizing UDOT's responsibility to preserve the function of the highway for the movement of traffic in a safe and efficient way.

Introduction

The Utah Department of Transportation (UDOT) developed these guidelines to inform and help promoters and participants in obtaining permits to hold events on State Roads.

The need for these guidelines arose from the growing special interest groups, municipalities and population in general that wish to use UDOT roads for special events.

Authority

Rule R920-4-1 Transportation, Operations, Traffic and Safety. Permit Required for Special Road Use or Event and R930-6-15 rules for the Accommodation of Utility Facilities and Protection of State Highway Rights-of-Way.

Criteria for Special Event Applications

Alternate routes may be required when traffic volumes are high, road construction, other events are occupying the road, a safer route can accommodate the event, or your event poses a great inconvenience to the motoring public. The Utah Department of Transportation will accept Special Events Applications for right-of-way use when all of the following conditions are met:

- A Special Road Use Permit and fee are required for all events. Events cannot occupy the roadway until a permit is obtained.
- Application must be made to UDOT 15 days before the event is scheduled. Two weeks before the event, the organizer shall distribute a news release to all local radio stations, television stations and newspapers that will announce the event and advise residents of potential travel delays. The news release shall include the date, times and roads, which will be affected, also include an estimate of the length of the delay. A copy of the news release shall be provided to UDOT.
- A copy of liability insurance/event insurance naming the "State of Utah and Its Employees" must be named as additionally insured under the certificate. (minimum \$1,000,000/occurrence).
- A detailed map showing the proposed course and direction of the event will be required. Locations of parking areas, water stations, toilet facilities and other appropriate information shall be shown on the map. These areas cannot be located within the UDOT right-of-way. The event organizer is responsible for obtaining appropriate permission to locate these facilities on private right of way.

Special Event Requirements

The purpose of these guidelines is to provide permit applicants procedures for the uniform administration of events while recognizing UDOT's and local municipalities responsibility to preserve the intended function of the highway in a safe and efficient way.

- All events will require traffic control plans in accordance with MUTCD and these plans must be approved by a UDOT Certified Traffic Engineer and made a part of the permit. Any road closures will require traffic control by Uniformed Police Officers. Traffic control is the responsibility of the Event Organizer. UDOT may require Local Police/Sheriff, Highway Patrol, or UDOT Incident Management Teams to inspect and monitor traffic control. All cost for equipment and services must be paid for at the Event Organizers expense.
- Railroad crossings and bridges are to be given special attention. The event organizer shall coordinate with the appropriate railroad representatives to ensure that the race schedule will not conflict with the operation of the railroad.
- Applicant must certify that all participants have signed a WAIVER AND RELEASE OF DAMAGES AGAINST THE STATE OF UTAH FOR PARTICIPATION IN AN APPROVED SPECIAL EVENT ON STATE ROADS. He/she must also certify that each participant has read and understands these guidelines that are conditions of the permit.
- Event organizers are required to have and make each participant aware of:
 - o Emergency plans in the event of an accident or injury i.e. identifying who is responsible for supplies and medical support
 - o Closest hospitals, how to obtain emergency assistance, etc.
 - o Locations of rest areas,
 - o Facilities for water etc.
 - o Trash cleanup plans in order to leave the highway and its rights-of-ways clean and free of debris created by this event.
- Event Participants must obey all traffic laws, lights, and signs.
- On any State facility, no event can begin before ½ hour before sunrise and must end by ½ hour after sunset.